

**CITY OF TIGARD**  
**PLANNING COMMISSION**  
**Meeting Minutes**  
June 19, 2006

**1. CALL TO ORDER**

President Inman called the meeting to order at 7:02 p.m. The meeting was held in the Tigard Civic Center, Red Rock Creek Conference Room, at 13125 SW Hall Blvd.

**2. ROLL CALL**

Commissioners Present: President Inman; Commissioners Brown, Buehner, Caffall, Duling, Harbison, Meads, Munro, and Walsh. Also present was Jeremy Vermilyea, Commission alternate.

Commissioners Absent:

Staff Present: Dick Bewersdorff, Planning Manager; Beth St. Amand, Senior Planner; Darren Wyss, Associate Planner; Sean Farrelly, Associate Planner; Jerree Lewis, Planning Commission Secretary

**3. PLANNING COMMISSION COMMUNICATIONS AND COMMITTEE REPORTS**

Commissioner Buehner reported on the City Center Advisory Commission. They are working on the strategy for the short term planning for the Downtown plan. They will make a presentation to Council tomorrow night and hear their fate shortly.

There has been no meeting of the Transportation Financial Strategies Task Force since the last Planning Commission meeting.

Commissioner Meads reported that the Park and Recreation Advisory Board have been discussing land acquisition – things are proceeding. The consultant hired to help gather information on a recreation program finished her presentation. The Board is going take suggestions on how to proceed to Council. The Board is also working on their mission statement. They are trying to work out how they can be both an advisory and an advocate board.

Commissioner Duling advised that the Committee for Citizen Involvement received an update from Liz Newton on the Neighborhood Program. Newton received comments from areas 4 and 8 (the Metzger and Tigard High School areas). She is working on the National

Neighborhood Day, Sunday, September 7<sup>th</sup>. The CCI also were updated on the public involvement program for the Hwy. 99W improvement plan. ODOT is providing the bulk of the funding for the study. OTAK and DKS have been hired as consultant teams. July is the tentative start date for the study, which should take approximately 3 months. There will be 5 citizen involvement meetings and 3 open houses.

#### **4. APPROVE MEETING MINUTES**

It was moved and seconded to approve the June 5, 2006 meeting minutes as submitted. The motion passed by a vote of 7-0. Commissioners Harbison and Walsh abstained.

#### **5. COMPREHENSIVE PLAN UPDATE:**

Senior Planner Beth St. Amand advised that the Community Attitude Survey has served a dual purpose – to get a report card on City services and to address the Comprehensive Plan update and look at community attitudes toward planning and livability issues. The report will be issued tomorrow night at the Council worksession. The Planning Commission will discuss it next month.

St. Amand and Associate Planner Darren Wyss provided additional information to the Commission on buildable lands, capacity, and residential density (Exhibit A). The memo details how Wyss calculated the overall residential density of the City. Currently, the City has approximately 6 dwelling units per acre. Over the last few years, the City has maintained approximately 6.8 units per acre.

Regarding Metro's Functional Plan requirement of 6308 additional dwelling units for Tigard, the Planning Commission had asked that if the 2005 buildable lands were fully developed, would we meet that requirement. Wyss estimates that, by the end of 2005, Tigard had added 3281 dwelling units – approximately 52% of the goal. Based on projections from Long Range Planning, the City will be very close or may even exceed the Metro Functional Plan requirement. St. Amand advised that the original planning era was to the year 2017 in the Metro Functional Plan. The plan does not specify when we need to meet these numbers; however, it is assumed that it would be during this era. The numbers are based on the dwelling units inside the City limits beginning in 1996.

Staff advised that a methodology has been developed to continue tracking buildable lands and development both on and outside of the buildable lands inventory.

##### **1. Public Involvement Program/Update**

St. Amand reported that she came to the Commission in March with a general overview of the public involvement program for the Comprehensive Plan update. The Commission made comments which St. Amand has incorporated into the modified public involvement

program (included in the Commission's packet). She noted that the City received a citizen comment, also included in the packet.

Commissioner Meads asked if the items noted in Mr. Frewing's e-mail would be resolved. St. Amand advised that the CIT structure is not currently in existence, however, there are former CIT members on the Committee for Citizen Involvement, which has been expanded to include additional board and committee members. The NPOs no longer exist; however, there is a Neighborhood Enhanced Program which will be in effect later this fall.

Commissioner Meads asked if Council shouldn't formally appoint the Planning Commission as the steering committee for the Comprehensive Plan update. After some discussion, the Commission directed staff to draft a formal resolution for Council that would address the role of the Planning Commission in the Comprehensive Plan update.

St. Amand advised that information collected during the update process would filter through the Planning Commission. This will occur primarily next year. At this point, we are setting the fact base – dealing with current conditions.

Commissioner Buehner noted that in earlier discussions about the public involvement portion, the Planning Commission talked about the importance of holding stakeholder meetings with various industry and business groups. This would allow us an opportunity to get input and incorporate those ideas before the hearing stage. She would like to see this happen. St. Amand said that, right now, staff is putting together the factual base. We need to know what's going on right now or we will have a difficult time having discussions with people next year.

St. Amand said the website would be a main venue for providing information to the public, but copies of the Planning Commission binder will be available at the Permit Center and the Library. Commissioner Buehner noted that 30% of the City's population is not computer literate. She does not believe the website is a viable resource for providing information and that a specific outreach with homeowner's associations needs to be done.

St. Amand advised that the active outreach program will begin next year. This year is the inventory period. Staff will focus more on more individual topics next year, with open houses and interactive surveys.

St. Amand noted that the Committee for Citizen Involvement recommended staff make sure the public feels they are part of process throughout and make it relevant to their lives. The CCI is also talking about doing more outreach to minority groups. The City now has a voluntary Spanish translator. She also advised that staff may try to get the update into the school curriculum, or maybe work individually with a class, or have an essay contest.

St. Amand will send the revised document to the Commission in their next packet. The Commission asked if the changes could be identified some way other than by using “track changes”.

## **2. Environmental Quality/Overview**

Associate Planner Darren Wyss gave a PowerPoint presentation on Environmental Quality (Exhibit B). He advised that the Environmental Quality report will cover 4 sections (land, air, water, and energy). He will be discussing the land quality section tonight.

Commissioner Walsh noted that human impact could be both negative and positive. It implies negative, but there is a huge part of industry that supports benefiting resources to improve it.

Commissioner Munro suggested that conservation should include natural resources, not just energy.

Wyss advised that land resources quality would be focusing on collection and disposal of development-related (e.g., population, commercial, industrial) waste that impacts the health and welfare of the community. The City is part of the Metro Regional Solid Waste Management Plan (RSWMP). We're also part of the Washington County Cooperative.

Land resource quality has been divided into 4 topics: solid waste, recycling, hazardous waste, and wastewater sludge. Wyss noted that for solid waste, recycling, and hazardous waste, there are no storage or permanent collection facilities in Tigard.

For recycling, the RSWMP has set a 64% target rate for waste reduction for 2009. At this point in time, they have been meeting their waste reduction rate. Education is a key component to get people to recycle more. Commissioner Munro asked if construction debris can be tracked. Construction recycling is one of the big programs that Metro offers. Commissioner Munro believes this may be something the City might want to look at. Jeremy Vermilyea said the City could also require recycling in their contracts for City projects. Commissioner Walsh noted that there is a market for this very valuable material.

Wyss advised that staff is setting the base now for how things are currently managed. Policies will be discussed later. St. Amand said that people should be thinking about where they want to go with this – in some of our values and issues surveys, we've heard about natural resource protection, but we haven't discussed sustainability. What kind of data do we need now to help us make choices later. Commissioner Walsh noted that education only works to a certain extent. We need a structure with policies that really push recycling (e.g., incentives, both positive and negative).

Wyss reported that hazardous waste is regulated by DEQ. The biggest problem is household hazardous waste because it's not easily regulated. Commissioner Buehner believes there is a real problem in the community because there is no effective, efficient way to handle hazardous waste. Because recycling programs are in such disarray, we're losing a lot of people who might otherwise want to recycle. Commissioner Walsh said that education is a big help with regard to hazardous waste. Metro will take it, but it's difficult. Tigard has not done anything locally to address this; we've allowed the regional level to handle this, but they're not doing good job.

Wyss advised that both Metro and DEQ have programs to help try to reduce hazardous waste and they both have collection events. Commissioner Walsh noted that this is an opportunity to partner with businesses, especially larger businesses that create hazardous waste.

For wastewater sludge, Wyss reported that Clean Water Services (CWS) recycles the sludge from their facility and then transports it outside of the City. The methane gas is burned.

Commissioner Buehner noted that the County has been coordinating efforts for waste management. She believes the population of the County has gotten too big for them to be able to handle it effectively. Perhaps we should explore the possibility of Tigard and Beaverton working together.

President Inman said that a future consideration could be adding incentive programs. Commissioner Walsh suggested partnering with the County or Metro.

St. Amand noted that there is a carrying capacity to each of the systems. We will be looking at how we're going to grow and develop. We'll have to consider how these systems can support the people.

Since contracts with the garbage haulers are negotiated, Commissioner Walsh suggested that the City can affect policy through those contracts by making different demands.

Buehner believes that Metro's presentations on their programs are too long and involved. Maybe the City can help them to condense things and pick priorities.

Commissioner Harbison asked if it's possible to move an item to different section in the Comp Plan if we think it would fit better elsewhere. St. Amand answered that the Comp Plan can be modified. We need to make the Plan useable for everyone.

Commissioner Meads asked if it's possible to change the Municipal Code to address how long garbage cans and recycling bins can be left out on the street. Discussion moved on to the fact that the code addresses hours for construction noise, but garbage trucks don't have to follow the same rules.

## 6. WORKSESSION WITH PLANNED DEVELOPMENT REVIEW COMMITTEE

John Frewing from the Planned Development Review Committee joined the Planning Commission in this discussion. Commissioner Buehner noted that the Planned Development Review Committee met last week and only made minor changes to the proposed code revisions.

Commissioner Walsh advised that issues from the last Planning Commission workshop have been discussed and addressed, as well as questions and issues from outside the group and from the attorney.

President Inman noticed that the concept plan and the detail plan are still separate. John Frewing advised that they can be submitted at same time but they are two different items. Dick Bewersdorff noted that if both plans are done all at once, there will only be 1 staff report. It will take longer and the fees may be higher. Commissioner Walsh said that the heart of the matter is to keep the plan from changing too much from what goes to the neighborhood meeting and what is eventually submitted to the City. This process would provide more control and would allow the Planning Commission an opportunity to suggest changes.

Commissioner Meads asked how detailed the concept plan has to be – do the homes have to be shown on the lots. The Commissioners advised that development means the putting in the roads and utilities, and creating the lots. There is no time limit for building the homes.

With regard to the detailed development plan approval criteria, Commissioner Munro said the whole idea of a PD is to allow more creativity from developers. She is concerned that, if the Commission wants a developer to be more creative, would this require them to go back and do a whole new concept plan? Dick Bewersdorff answered that some things are flexible in the PD process and there are things that limit, such as street standards. He doesn't think that this has changed much.

President Inman asked if the detailed development plan would require its own neighborhood meeting. If it's done separately, yes. If done concurrently, no.

Commissioner Buehner believes that most of the time, the concept plan should come at the pre-app meeting. She is worried about the 120 day rule – could we be opening ourselves up for issues? Bewersdorff noted that the City can ask for an extension, or the Commission can deny an application if they have findings.

President Inman thinks the language for a concept plan is very vague. Are we going to have a public hearing over a hand-drawn sketch, or are they going to be detailed plans and we've just added another step. John Frewing said it's up to the Planning Commission to ask for more details. President Inman noted that the Planning Commission already has and has exercised

this ability to hold developers accountable, and it doesn't require separating the process. Just because a developer may have spent a lot of money on a concept plan, doesn't mean the Planning Commission has to like it. They can send it back.

Bewersdorff advised that the staff review which goes to the Planning Commission is an analysis of whether the application meets the code provisions or not.

President Inman asked about the sign concept. Bewersdorff said it relates to number of signs and where they'll be placed (e.g., monument signs). If the Commission doesn't like it, they can have the developer change it.

Commissioner Munro asked about the public transit improvement fund. The idea is that when developments don't have public transit facilities on site, the developer can contribute to a fund for public transit improvements elsewhere. The money would be used for CIP transit projects inside the City.

President Inman asked about requiring the applicant to state his intentions with regard to building the homes or selling the lots to other builders. John Frewing said it is just their intent. They can change their mind the next day.

Staff advised that the next step for the proposed code revisions would be to go through the Planning Commission public hearing process, then to the City Council.

It was noted that the tool box won't be in the code officially.

## **7. OTHER BUSINESS**

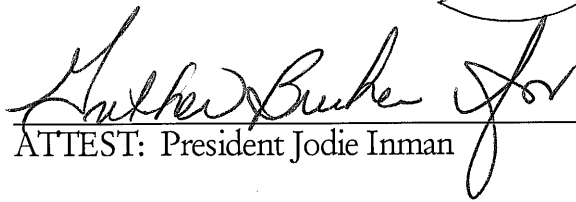
President Inman reminded the Commissioners about the attendance policy. Commissioners can miss 3 meetings in a row or 6 in year. Good attendance is important – we have a lot of things coming up and we don't want to spend time re-educating Commissioners. If something does come up that would require absences in excess of the limit, she asked that people notify the Commission. The Planning Commission can decide as a group whether or not the absences would be acceptable. President Inman said she hopes to only miss 2 or 3 meetings when her baby is born. Commissioner Caffall advised he will be gone from July 17<sup>th</sup> to September 1<sup>st</sup>.

The secretary reviewed the calendar with the Commissioners and handed out application binders for their next meeting on July 17<sup>th</sup>.

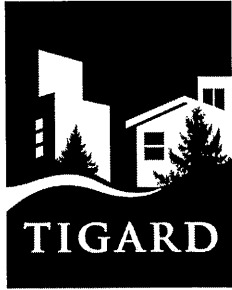
## **8. ADJOURNMENT**

The meeting adjourned at 8:50 p.m.

  
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Jerree Lewis, Planning Commission Secretary

  
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ATTEST: President Jodie Inman





# MEMORANDUM

TO: Planning Commission

FROM: Darren Wyss, Associate Planner

RE: Capacity Numbers

DATE: June 19, 2006

At a May 2006 Planning Commission meeting, a few follow-up questions were asked in regard to buildable lands, capacity and residential density.

## 1. What is the overall residential density of the city?

There is not a 100% accurate way to calculate the overall density of the city from existing data. We can calculate the density of new development since 1989 because of the permit database, but the information is not available before that time. However, several methods may be used to get a good "guesstimate". Using estimated dwelling units (2000 Census housing units plus dwelling units built since April 1, 2000) divided by estimated residential acres (derived from Metro GIS taxlot file), the estimated overall residential density is approximately 6 units per acre. This includes existing single family and multi-family housing units.

$18,872 \text{ (estimated du)} / 3,031 \text{ (estimated residential acres)} = \text{approximately } 6 \text{ dwelling units/acre}$

## 2. If the 2005 buildable lands were fully developed, would we meet the Metro Functional Plan number of 6308 additional dwelling units?

At the end of 2005, Tigard had added 3281 dwelling units towards the goal of 6308 (52%).

Using a methodology created by the Long Range Planning Division, the potential residential dwelling unit capacity for the 2005 Buildable Lands Inventory is 2858 to 3310. This range includes all residential and mixed-use zoning districts. The low end is based on the 80% minimum density requirements in the CDC and the high end is based on the density of new construction in each zoning district that has occurred over the past five years.

$3281 + 2858 = 6139 \text{ (97\%)}$


$3281 + 3310 = 6591 \text{ (104\%)}$

## 3. Can we continue tracking buildable lands and development occurring on and outside of the buildable lands inventory?

Yes, a methodology has been developed. Each will be tracked and included in the yearly Buildable Lands Inventory Report. The 2005 Report is in the final stages of completion.

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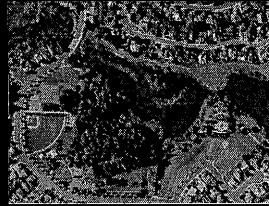
## Comprehensive Plan Update Environmental Quality Topic Planning Commission Overview



Darren Wyss, Associate Planner  
Long Range Planning  
City of Tigard  
June 19, 2006

## What does Environmental Quality mean?

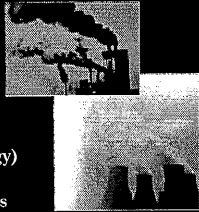
- For the purposes of the Comp Plan Update: the air we breathe, the water in our streams, the land we live upon, and the conservation of energy
- Strive to minimize the effects of human impact upon the quality of the resources



Environmental Quality      June 19, 2006      Report to Planning Commission

## Structure of EQ Topic Report


- Definition
- Relationship to land-use planning
  - Growth and development
  - Carrying capacity
  - Goals and standards
- Link to community values
- Four sections (Land, Air, Water, Energy)
  - Overview of current conditions
  - Applicable rules, statutes, and plans
  - Inventories helpful to decision making process
  - Existing collaborations/partnerships



Environmental Quality      June 19, 2006      Report to Planning Commission

## EQ Connection to Comp Plan Update

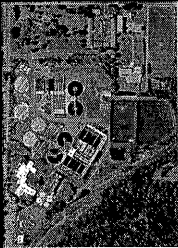
- Establishes organizational structure
- Identifies opportunities to impact quality of resource
- Important source of information to develop policy
- Connection to other topic reports (Transportation, Natural Resources, Future Growth and Development)



Environmental Quality      June 19, 2006      Report to Planning Commission

## Land Resources Quality

- Focus on collection and disposal of waste that impacts the health and welfare of the community
- Regional Solid Waste Management Plan (RSWMP)
- Washington County Cooperative
- Private hauler franchise agreements
- Durham Wastewater Treatment Facility



Environmental Quality      June 19, 2006      Report to Planning Commission

## Land Resource Quality

- Solid Waste
  - Waste Disposal and Waste Management
  - RSWMP focus on reduction and recovery
  - No storage or collection facilities in Tigard
- Recycling
  - 64% target Waste Reduction Rate
  - 4728 tons diverted from landfill in 2005
  - Education is key component to increase recycling rate
  - No storage or collection facilities in Tigard



Environmental Quality      June 19, 2006      Report to Planning Commission

## Land Resource Quality

- Hazardous Waste
  - Regulated by DEQ
  - Household hazardous waste (HHW) not easily regulated
  - DEQ and Metro have programs to reduce HHW
  - Education and collection events
  - No storage or collection facilities in Tigard
- Wastewater Sludge
  - CWS recycles sludge from facility
  - Transported outside of Tigard and used as soil amendment



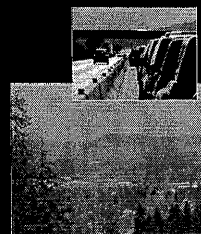
Environmental Quality

June 19, 2006

Report to Planning Commission

## Land Resource Quality – Main Points

- Current Conditions
  - Regional focus
  - Reduction and recovery
  - Household hazardous waste
  - Education programs are key
  - No storage or collection facilities in Tigard
- Future Consideration
  - Limited direct impact
  - Educational programs
  - Local collection facilities



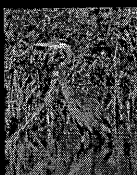
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June 19, 2006

Report to Planning Commission

## Questions or Suggestions??

▪ Content



▪ Format

Environmental Quality

June 19, 2006

Report to Planning Commission